



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**October 12, 2021 at 6:30 p.m.**

**Present:**

Mayor Bob Sweet  
Deputy Mayor Gary Serviss  
Councillor James Carmody  
Councillor Matthew McLean  
Councillor Tom Mohns  
Councillor Murray Rutz  
Councillor Theresa Sabourin

**Also Present:**

Daniel Scissons, CAO  
Colin Howard, Clerk  
Dawn Recoskie, Deputy Clerk  
Craig Proulx, Deputy Fire Chief  
Kelly Williams, Director of Community Services  
Annette Mantifel, Treasurer  
Wayne Bando

The Council-In-Committee meeting was opened by the Mayor at 6:30 p.m.

**Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**Presentations**

There were no presentations.

**Fire Department**

1. Activity Report – September 2021

Deputy Fire Chief Craig Proulx provided an overview of the report. Deputy Chief Proulx reported three motor vehicle collision calls, one fire call, two carbon monoxide calls, one call for burning smell, one call for fire alarm, one call for a

garbage fire, and one call for an animal rescue during the month of September. Deputy Chief Proulx also reported 38 fire prevention inspections were completed, and highlighted the monthly platoon training which focused on conducting a simulated structure fire in a residential building.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That the Fire Department activity report for September be accepted as information.

**Carried**

2. Fire Protection Budget Report

Received for information.

**Community Services**

1. Activity Report – September 2021

Kelly Williams, Director of Community Services, provided an overview of the monthly report. Mr. Williams reported on the various services, programs and rental activities realized over the month. Mr. Williams informed Council that the plexiglass and score clock for the Civic Centre arena will be installed over the next two weeks.

**Moved by Theresa Sabourin**

**Seconded by Gary Serviss**

That the Community Services monthly report for September be accepted as information.

**Carried**

2. CS-09-2021 – Laurentian Highlands Subdivision – Neighbourhood Park Design Project

Kelly Williams provided an overview of the report. Mr. Williams reported that this design project was awarded to WSP Canada Inc. and two park design concepts were used within a virtual public consultation and then results were refined into a final design including a Class 2 cost estimate. Mr. Williams explained that the public survey resulted in 145 responses received, with 71 percent of those responses coming from subdivision residents. Mr. Williams stated that should Council wish to move forward with construction of the approved design in 2022 the estimated \$359,155.35 project would be included in the Community Services budget for consideration, and would be funded through a combination of development charges and parks reserve funds.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council approves the final design of Laurentian Highlands Neighbourhood Park as presented; and

That Council provides direction to the Community Services Department to include the Laurentian Highlands Park project in the 2022 draft Town of Petawawa budget for consideration.

**Carried**

3. Community Services Budget Report

Received for information.

**Finance and Management**

1. Accounts Payable – September 2021

Annette Mantifel, Treasurer, presented the report.

**Moved by Theresa Sabourin**

**Seconded by Gary Serviss**

That the general cheque #'s 35233 to 35447 in the amount of \$5,786,069.60 be passed by Council and paid by the Treasurer.

**Carried**

2. FM-07-2021 – Ontario Regulation 284/09 Excluded Budget Expenses Report

Annette Mantifel provided an overview of the report.

**Moved by Tom Mohns**

**Seconded by Matthew McLean**

That the report disclosing amortization, post-employment benefits and solid waste landfill closure and post-closure expenses excluded from the 2021 budget as required under Ontario Regulation 284/09 be approved.

**Carried**

3. ADMIN-21-2021 - Animal Control/By-law Enforcement Activity Report – September 2021

Dawn Recoskie, Deputy Clerk, provided an overview of the monthly report.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That the Animal Control/By-law Enforcement monthly report for September be accepted as information.

**Carried**

4. ADMIN-22-2021 - Taxi Licence Applications 2021

Dawn Recoskie presented the report. There were two taxi driver licence applications for the month of September.

**Moved by James Carmody**

**Seconded by Gary Serviss**

That Council approves the taxi licence applications in accordance with the current taxi by-law.

**Carried**

5. ADMIN-23-2021 – 2022 Municipal Election – Internet/Telephone and Paper Ballot Voting Option

Colin Howard, Clerk, provided an overview of the report. Mr. Howard reported Petawawa's voter turnout still remains below the provincial average and in order to encourage greater voter participation it is recommended that Council once again consider alternative voting methods. Mr. Howard advised Council that the Town will participate in a joint municipal Request for Proposal to gain favourable pricing from potential vendors once the by-law is passed. Mr. Howard highlighted the cost estimate of \$39,620.80 for the 2022 municipal election and explained \$32,272.00 has been allocated over the past three years to the Administration Reserve to finance these anticipated expenses.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That Council approves the use of electronic voting (internet and telephone) and paper ballot voting for the 2022 Municipal Election;

And that a by-law be brought forward at a future meeting of Council to authorize the alternative voting methods in accordance with the *Municipal Elections Act*.

**Carried**

6. Budget Reports (Administration, Animal Control/By-law Enforcement, and Council)

Received for information

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Murray Rutz**

**Seconded by Matthew McLean**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 7:34 p.m.

Signature of the Clerk (Original Signed)